Access Control UNIT LEADER

**Mission:** Ensure the security of the facility and personnel by monitoring individuals entering and exiting the building.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to: Security Branch Director** Signature:  Hospital Command Center (HCC) Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment, briefing, and any appropriate materials from the Security Branch Director. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Appoint Access Control Unit members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Ensure Unit members comply with safety policies and procedures including appropriate use of personal protective equipment. |  |  |
| Implement the facility’s emergency lockdown and personnel identification policies, as appropriate including identifying and securing all facility pedestrian and traffic points of entry. |  |  |
| Secure the HCC, triage, patient care, morgue, and other sensitive or strategic areas from unauthorized access. |  |  |
| Identify and remove unauthorized persons from restricted areas. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet regularly with the Security Branch Director for status reports, and relay important information to Unit Members. |  |  |
| Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director. |  |  |
| Communicate with the Infrastructure Branch Director to secure and post non-entry signs around secure and unsafe areas. |  |  |
| Secure evacuation areas to limit unauthorized personnel access. |  |  |
| Monitor use of personal protective equipment and any potential adverse impacts. |  |  |
| Assist in verification of press credentials and ensure only authorized media representatives are allowed inside facility. |  |  |
| Identify need for assistance or equipment and report to the Security Branch Director and Logistics Section Branches. |  |  |
| Develop and submit an action plan to the Security Branch Director when requested. |  |  |
| Advise Security Branch Director immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Unit’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Rotate staff on a regular basis. |  |  |
| Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate. |  |  |
| Continue to provide the Security Branch Director with periodic situation updates. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for the Unit’s staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Security Branch Director or Operations Section Chief, as appropriate. |  |  |
| Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include:   * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes * Section accomplishments and issues |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan * HICS Form 204 – Branch Assignment List * HICS Form 207 – Incident Management Team Chart * HICS Form 213 – Incident Message Form * HICS Form 214 – Operational Log * Hospital emergency operations plan * Hospital organization chart * Hospital telephone directory * Radio/satellite phone * Hospital emergency operations plan |